

**MEMORANDUM**

**TO:** System Test Coordinators  
System Curriculum Coordinators

**FROM:** John Wight  
Director of Assessment Administration

**DATE:** September 24, 2009

**SUBJECT:** End-of-Course Tests (EOCT) Local Scanning and Scoring Option

The Georgia Department of Education will once again provide a complete software system for the implementation of a local scanning option for the winter 2009 End-of-Course Tests (EOCT). This option includes the scanning of EOCT documents, verification of scanned data, scoring, conversion of raw scores to scale scores and grade conversion scores, matching bar-coded ID information with student names and other demographic information, quick reporting of student results via a student roster report, and a secure data transfer system used to send data back and forth between the school systems and our contractor, Pearson.

GaDOE and Pearson will provide detailed documentation and training for the operation and usage of the local scanning system. This will include operation of the scanner and the processes and procedures necessary to download, update, and transmit data from the local scanning site to Pearson's secure FTP server.

Included in this memorandum you will find the following information:

- System Test Coordinator Responsibilities for Local Scanning
- Required software, hardware, and scanner information
- Schedule for Local Scanning training and testing

Districts who have not already indicated their participation plans in PearsonAccess should call Robin Jindrich-Cecil at 319-339-6973 or Rosemary Roelf at 319-341-6356 by Wednesday, September 30, 2009.

Should you have any questions about the EOCT program, please contact me at [jwight@doe.k12.ga.us](mailto:jwight@doe.k12.ga.us) or 404-656-0478.

## **System Test Coordinator Responsibilities for Local Scanning**

### **Prior to Test Administration**

- Notify Pearson of participation.
- Make certain your scanner, personal computer, and Internet connectivity meet minimal requirements.
- Attend required training (webinar via ElluminateLive! on November 4, 2009). Additional information regarding this webinar training will be sent to participants.
- Continue to order answer documents through PearsonAccess.
  - Pearson answer documents and Class ID sheets must be used.
  - Pre-ID must be used. (This requirement is designed to minimize gridding errors in the local scan environment. Additional students without Pre-ID may be scanned locally.)
- Install local scoring software application, download Pre-ID and scoring system files.
- Process the “test deck” of answer documents sent by Pearson and upload the edited scan file to Pearson for quality control purposes. Wait for approval to proceed with “live” answer documents.

### **After Test Administration:**

- Transport “live” answer documents to local scanning site.
- Scan and score system answer documents
- Edit answer documents/Class ID sheets in response to scanning system prompts of suspect data.
- Upload scan file to Pearson. (Delay in submitting scan files to Pearson could delay statewide paper reports.)
- Print class roster reports using the local scoring software.
- Folder reports as needed and deliver reports to appropriate schools/individuals.
- Store answer documents in a secure, dry area. Answer documents are NOT to be sent back to Pearson.
- If any questions arise or rescore requests occur, retrieve answer document and proceed per GaDOE instruction.
- Return test booklets to Pearson.

## **Local Scanning and Scoring Option Software and Scanner Information**

GaDOE will provide a system for the implementation of the local scanning project (LSO). The local scanning solution will encompass scanning EOCT documents, verification of scanned data, scoring, conversion of raw scores to scale scores and grade conversion scores, matching barcoded ID information with student names and other demographic information, quick reporting of student results via a student roster report, and a secure data transfer system used to send data between the school districts and Pearson.

To make it easy for the school districts, the program will have a user-friendly interface and will incorporate the capabilities of ScanTools Plus software. Pearson will generate “preslugged” test decks that will be sent to each system participating in the local scanning program. These test decks will be used to verify that the software has been installed properly and that the scanner and software are functioning as expected.

The application software is developed to work on PCs running current versions of Microsoft Windows.

### Minimum Windows PC Hardware Requirements

- Pentium processor - 866 MHz,
- System memory of 384 MB (512 MB recommended)
- Hard drive space: 650 MB of free space, minimum (1GB recommended). The required space may increase depending on the application's data storage requirements.
- Video Adapter with 24-bit color (recommended), 65K colors minimum
- Monitor at 1024 x 768 resolution
- A CD-ROM drive for installation
- An Internet connection that will allow the transfer of data to and from Pearson’s secure FTP site
- A web browser for accessing web-based support information
- RS-232 Serial port required for OpScan scanners. RS-232 or USB 2.0 required for iNSIGHT scanners.

### Supported Operating Systems

- Windows 2000 Professional SP4
- Windows XP and XP Professional SP2
- Vista Business Edition

Note: All Windows hot fixes for the service pack must also be installed.

## Supported Optical Mark Read (OMR) Scanners

A broad range of scanners can be used to support local scoring of the EOCT. The wide-range of school system enrollments in Georgia suggests that scanner models should be selected on the basis of the number of tests a local system will have to scan. Because of the desire for quick turnaround of test results from the EOCT, we recommend that the school systems be equipped with scanners that will allow them to complete all of the scanning in less than two days.

**To be used for local scanning for the EOCT, the scanners must be configured with the following options:**

- **Two-side pencil read** – so the scanner can read pencil marks on both sides of the sheet in a single-pass
- **A bar code reader** - for reading pre-printed, bar-coded student identification information
- **A transport printer** – an integrated printer for printing the scan date and other tracking information on the edge of each answer sheet as it passes through the scanner to provide an audit trail

## Local Scanning Training Development, Documentation, and Service Planning

GaDOE and Pearson will provide detailed documentation and training for the operation and usage of the local scanning system. This will include operation of the scanner and the processes and procedures necessary to download, update, and transmit data from the local scanning site to Pearson's secure FTP server.

Software application support will be provided through the Pearson program team. Procedures for application support will be provided in the Installation Guide.

Please carefully review all information provided in this memo when determining the feasibility of local scanning for your district. **Your choice to do local scanning must be sent to Pearson September 28, 2009.**

If you have questions about the End-of-Course Tests (EOCT) program, please contact John Wight at 404-656-0478 or [jwight@doe.k12.ga.us](mailto:jwight@doe.k12.ga.us).

For questions about the local scanning option, please contact Robin Jindrich-Cecil at 1-800-627-7990, ext. 216973 or [Robin.Jindrich-Cecil@Pearson.com](mailto:Robin.Jindrich-Cecil@Pearson.com).

### **Important Dates to Remember for Local Scanning**

Notification to Pearson of intent to participate in LSO	September 30
Training for local scanning systems via Elluminate	November 4
Systems verify that scanning equipment is in place	September 14
Systems install scanner software (download from secure Pearson site)	October 9 – 20
Pearson supplies systems with installation testing materials (test deck)	November 11
Installation testing confirmation and resolution with Pearson	November 11 – 17
System scanning of EOCT answer documents	November 30 – January 8
System uploading of scanned files	November 30 – January 8

cc: System Superintendents  
Kathy Cox, State Superintendent of Schools  
Martha Reichrath, Ph.D., Deputy Superintendent for Standards, Instruction, and Assessment  
Melissa Fincher, Associate Superintendent of Assessment and Accountability  
GNETS Testing Coordinators  
RESA Directors